



## **BYLAWS**

### **Article I - Name**

The name of the organization shall be the Washington State Interagency Committee of State Employed Women (referred to hereafter as ICSEW).

### **Article II - Purpose**

The major focus of the Committee shall be to enhance working conditions and employment opportunities for women in state government. This will be accomplished by:

- Advising the Governor and state management of policies, procedures, regulations, and legislation requisite to improving employment conditions and career opportunities for women, especially in the areas of education, training, and career development; and
- Communicating with and for women as state employees; and
- Identifying and addressing legal, health, social, economic, diversity, and political issues.

### **Article III - Membership**

The Governor shall appoint one agency representative for a two-year period from each state agency and four-year institution of higher education employing not less than 25 women, and the appropriate number of representatives to be designated by the State Board for Community College Education on behalf of the Community College System. Agency Directors are responsible for providing the Governor with candidates for the agency representative. Agencies of institutions employing more than 2,000 women shall have one representative for every 2,000 women employed. Terms are staggered to ensure continuity.

A position is vacated when an agency representative notifies the Governor's office of a resignation or when the Executive Board recommends removal of a representative to the Governor's office. The ICSEW Membership Chair will notify the Governor's office of any resignations. The Governor shall appoint a replacement to fill the un-expired portion of a two-year term for a vacated position.

Each representative appointed to the ICSEW shall attend the six meetings annually. If unable to do so, the representative shall provide prior notice to the Membership Chair and may send an alternate.

Agency directors may identify one agency alternate per representative to act in the absence of the representative. Alternates may participate fully in ICSEW activities with the exception of voting. Only Governor appointed agency representatives are eligible to vote. The alternate may vote in the absence of the representative provided a signed proxy is presented to the Chair either before or at the bi-monthly meeting.

## **Article IV - Attendance**

Regular attendance at the ICSEW general meetings is essential so that decisions made represent the opinions of the committee as a whole. In addition, regular attendance enables committee members to be productive and helps ensure that issues are examined from a variety of perspectives. An ICSEW committee member may forfeit their appointment as a result of poor attendance.

Appointed representatives to ICSEW are expected to attend six scheduled general membership meetings per year. Representatives with two consecutive excused absences in a calendar year, will be contacted by the Membership Chair asking the member to recommit to ICSEW or relinquish their position to allow another individual to be appointed.

Two unexcused absences will result in a letter being sent to the representative's director asking that another individual be appointed to represent the agency.

## **Article V- Executive Board**

The Governor shall appoint the Chair and Staff Liaison.

The Chair shall appoint: a Vice Chair, a Secretary, a Treasurer, and select the Standing Committee Chairs. The Chair shall appoint Ad Hoc Committee Chairs as necessary. The Chair, Vice Chair, Secretary, Treasurer, and the Standing and Ad Hoc Committee Chairs will serve as the Executive Board to the ICSEW. Any agency representative or alternate is eligible to serve on the Executive Board. Alternates may sit on the Executive Board provided there is a 2/3 majority of appointed members on the board.

The Chair shall: conduct all meetings of the ICSEW; communicate adopted recommendations to the Governor; make additional appointments to the ICSEW Executive Board as necessary; serve as the designated spokesperson in any forum; submit an annual report to the Governor; and perform other duties as needed to further the purpose of the ICSEW.

The Vice Chair shall: coordinate Standing and Ad Hoc Committee activities with the chairs; arrange for, and introduce, speakers for the programs presented at ICSEW bi-monthly meetings; preside at meetings in the absence of the Chair; and perform other duties as needed to further the purpose of the ICSEW.

The Treasurer shall produce the committee budget, track committee expenditures and revenues, and provide information on the financial status of the committee at general meetings or as requested.

The Secretary shall: keep accurate minutes of all ICSEW meetings and prepare correspondence as requested by the Chair or Vice Chair; and ensure all documentation created by and for the ICSEW is made publicly available

The Standing and Ad Hoc Committee Chairs(s) shall: call Standing and Ad Hoc Committee meetings as needed; represent the Standing and Ad Hoc Committee as a member of the Executive Board; submit Standing and Ad Hoc Committee recommendations to the ICSEW membership for action; prepare and submit an annual report to the membership on behalf of the Standing and Ad Hoc Committees.

## **VI – Committees**

ICSEW has five Standing Committees: Communications, Education, Conference, History and Membership.

The Communications Committee shall ensure the continued availability and communication of information regarding the ICSEW and issues through media, including but not limited to, the *InterAct* and ICSEW website.

The Education Committee shall research and identify education needs and provide education through means including, but not limited to, workshops, *InterAct* articles, and the ICSEW website.

The Conference Committee shall plan and coordinate the ICSEW conference including, but not limited to, identifying location, theme, dates, budget, and speakers. The Conference Committee shall work with the ICSEW Chair, Treasurer, Communications Chair, and Education Chair to ensure continuity in ICSEW activities and planning.

The History Committee shall keep an archive of ICSEW related materials and documents and provide occasional historical retrospectives as appropriate through means such as, but not limited to, ICSEW meetings and events, *InterAct* articles, and the ICSEW website.

The Membership Committee shall monitor membership, attendance, and agency representation as well as plan general membership meetings. In addition, the Membership Committee shall work toward strengthening the membership through appropriate activities including, but not limited to, providing networking opportunities and the membership roster.

Ad Hoc Committees are reflective of the issues voted and agreed upon by the membership or are appointed or abolished by the Chair under special circumstances. Ad Hoc Committees shall be reviewed annually in September each year to ensure the issues continue to be of importance to state employed women.

## **Article VII - Funding**

The ICSEW shall have the authority to receive gifts, grants, and endowments from public or private sources to be used for the benefit of the Committee and expend any income therefrom according to the terms of such gifts, grants, or endowments. The Treasurer shall oversee and administer ICSEW funds.

## **Article VIII - Meetings**

The ICSEW will meet bi-monthly. The specific month, day, and time will be determined annually by the Chair. An emergency meeting may be called at the discretion of the Chair or at the request of six members; the purpose of the meeting will be stated in writing, and distributed either electronically or by paper.

## **Article IX- Amendments**

The bylaws may be amended by a two-thirds vote of the membership provided the amendment is proposed by a member, submitted in writing, and distributed either electronically or by paper, to the membership at least fourteen calendar days prior to a regularly scheduled meeting.

## **Article X- Quorum**

Fifty-one percent of the membership shall constitute a quorum for action. Fourteen calendar days notice prior to a regularly scheduled meeting will be provided to the membership, and distributed either electronically or by paper, if voting action will take place. Each representative shall have one vote. A representative who is unable to attend a bi-monthly meeting may send an alternate to the meeting. The alternate may vote in place of the representative provided a signed proxy is presented to the Chair either before or at the bi-monthly meeting.

## **Article XI - Parliamentary Procedures**

Robert's Rules of Order (Newly Revised) shall be the parliamentary authority for ICSEW.

## **XII – Definitions**

Ad Hoc Committees – Committees that are established for the special purpose of studying, involving, or informing state employees regarding specific issues as identified by membership or the Governor.

Agency Representative (Representative) - A member appointed by the Governor for a set term to represent one agency. Agency representatives have full membership rights including the right to vote on items raised for vote to the ICSEW membership.

Alternate – A member identified by the Agency Director as an alternate to the agency representative. Alternates have membership rights to serve on committees and participate in ICSEW activities. Alternates do not have voting privileges unless bestowed by the agency representative by a signed proxy.

Executive Board (Board) – The collective body of board members including the ICSEW Chair, ViceChair, Secretary, Treasurer, Standing Committee Chairs, and Ad Hoc Committee Chairs.

Member – Any agency representative or alternate.

Standing Committee - Committees that support the ongoing operation of the ICSEW.

Unexcused Absence – Any agency representative who does not attend a regularly scheduled membership meeting and fails to notify the Membership Chair with good cause will be considered unexcused from that meeting.

*Amended: May 1997, September 1997, June 2000, September 2003*